

# FREE STATE PROVINCE



## FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 103/2007

**TO ALL HEADS OF PROVINCIAL DEPARTMENTS**

### **ADVERTISEMENT OF POSTS: DEPARTMENT OF HEALTH**

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular and not to the Human Resource Advice, Co-ordination, and Management Directorate: Department of the Premier.

  
**DEPARTMENT OF THE PREMIER**

**DATE:** 28/11/2007

Department of the Premier • Departement van die Premier • Lefapha La Tonakgolo

Human Resource Advice, Co-ordination and Management Directorate

PO Box/Posbus: 517, Bloemfontein, 9300 • Republic of South Africa • Republiek van Suid-Afrika • Rephabolike ya Afrika Borwa

# FREE STATE PROVINCE



## HEALTH HUMAN RESOURCE MANAGEMENT CIRCULAR NO. .... OF 2007 CLOSING DATE: 21 DECEMBER 2007

### ADVERTISEMENT OF POSTS

- POST 1** : **Senior Medical Officer (4 posts)**  
Ref. No.: H/M/89
- SALARY** : R196 815.00 per annum
- CENTRE** : National District Hospital, Bloemfontein
- REQUIREMENTS** :
- \* Registration with the Health Professions Council of South Africa.
  - \* Valid driver's license.
- RECOMMENDATIONS** :
- \* Willing to rotate and work in all services rendered as part of the district health package including the casualty departments of National- and Pelonomi Hospitals.
  - \* Experience in management of undifferentiated clinic problem in Primary Health Care clinics and outpatient department.
- DUTIES** :
- \* Management of emergency and minor trauma cases.
  - \* Render primary health care OPD and clinics services.
  - \* Management of district hospital in-patient and support of junior doctors.
  - \* Supervision of interns.
  - \* Other clinical duties assigned in support referral system e.g. TOP and Forensic services.

- ENQUIRIES** : Prof. E.A.M. Prinsloo  
Tel. No. (051) 4013307
- APPLICATIONS** : The Chief Executive Officer  
National District Hospital  
**(Attention: Mr Thabo April)**  
Private Bag X20598  
BLOEMFONTEIN  
9300
- POST 2** : **Senior Medical Officer**  
**Ref. No.: H/M/90**
- SALARY** : R196 815.00 per annum
- CENTRE** : Tokollo District Hospital, Heilbron
- REQUIREMENTS** : \* MBCHB or equivalent qualification.
- \* Registration with the Health Professions Council of South Africa.
- \* Sound knowledge of patient care.
- RECOMMENDATIONS** : Code EB South African driver's license.
- DUTIES** : \* Management of medical units.
- \* Training of community service doctors and professional nurses.
- \* Perform other duties as delegated by the Principal Medical Officer.
- ENQUIRIES** : Dr Khalo  
Tel. No. (058) 8131391/1040
- APPLICATIONS** : The Chief Executive Officer  
Tokollo District Hospital  
**(Attention: Ms N.Z. Mbalo)**  
Private Bag X8  
HEILBRON  
9650

- POST 3** : **Senior Medical Officer (2 posts)**  
**Ref. No.: H/M/91**
- SALARY** : R196 815.00 per annum
- CENTRE** : Mafube District Hospital, Frankfort
- REQUIREMENTS** :   
\* MBCHB or equivalent qualification.  
\* Registration with the Health Professions Council of South Africa.  
\* Sound knowledge of patient care.
- RECOMMENDATIONS** : Code EB South African driver's license.
- DUTIES** :   
\* Management of medical units.  
\* Training of community service doctors and professional nurses.  
\* Perform other duties as delegated by the Principal Medical Officer.
- ENQUIRIES** : Dr Khalo  
Tel. No. (058) 8131391/1040
- APPLICATIONS** : The Chief Executive Officer  
Tokollo District Hospital  
**(Attention: Ms N.Z. Mbalo)**  
Private Bag X8  
HEILBRON  
9650
- POST 4** : **Assistant Manager (Finance)**  
**Ref. No.: H/A/250**
- SALARY** : R157 686.00 per annum
- CENTRE** : Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
- REQUIREMENTS** :   
\* An appropriate Bachelor's Degree (or equivalent qualification) with Accounting II as a passed subject.

- \* Extensive experience in Financial Management.
  - \* Extensive appropriate experience in management and supervision of the subordinates.
- RECOMMENDATIONS** :
- \* Experience in Accounting, in Auditing and Auditing procedure.
  - \* Above-average knowledge of Microsoft Excel.
- DUTIES** :
- \* Supervise the Financial Section including Budget, Revenue, Case Management, Admission, Recording and Expenditure.
  - \* Manage the compilation of the process.
  - \* Analyze expenditure patterns of the cost centres.
  - \* Compile monthly project report.
  - \* Compile weekly cash flow report.
  - \* Manage the Finance Cost Centre Budget.
  - \* Implement and monitor compliance in respect of Internal Control Checklist.
  - \* Training of Finance staff as well as Cost Centre Administration Staff.
  - \* Ensure PFMA requirements are implemented.
  - \* Compile quarterly Risk Assessment Report.
  - \* Costing of service at the Cost Centre level.
- ENQUIRIES** :
- Mrs Maria Kok  
Tel. No. (058) 7183242
- APPLICATIONS** :
- The Chief Executive Officer  
Mofumahadi Manapo Mopeli Regional Hospital

(Attention: Me L.S. Qhomane)  
Private Bag X820  
WITSIESHOEK  
9870

- POST 5** : **Assistant Manager: Administration**  
**Ref. No.: H/A/252**
- SALARY** : R157 686.00 per annum
- CENTRE** : Administration and Support: Thabo Mofutsanyana District
- REQUIREMENTS** :
- \* An appropriate Bachelor's Degree (or equivalent qualification).
  - \* Appropriate experience in a supervisory position.
  - \* Computer literacy.
  - \* Driver's license.
  - \* Knowledge of the following:
    - Public Service Act
    - Equity Employment Act
    - PFMA
    - Skills Development Act
    - Public Service Regulations
    - Labour Relations Act
    - Basic Conditions of Employment Act
- RECOMMENDATIONS** :
- \* Experience in Labour Relations and ability to preside over disciplinary hearings.
  - \* Experience in supervising the sections indicated under duties.
  - \* Knowledge of PERSAL.
- DUTIES** :
- \* Manage Human Resources in the district.
  - \* Manage the Administrative budget.
  - \* Skills Development Facilitator for the district.

- \* Management of employment relations in the district.
- \* Control the training budget.
- \* Oversee recruitment process in the district.
- \* Manage Maintenance Section.
- \* Oversee official accommodation in the district.
- \* Co-ordinate PDMS in the district.
- \* Manage Registry Section.
- \* Oversee employment equity in the district.
- \* Approve transactions on PERSAL.

<b>ENQUIRIES</b>	:	Mr R.P.G. Maarohanye Tel. No. (058) 7132154
<b>APPLICATIONS</b>	:	The District Manager Thabo Mofutsanyana District ( <b>Attention: H. van Zyl</b> ) Private Bag X824 WITSIESHOEK 9870
<b>POST 6</b>	:	<b>Assistant Manager: Waste Management</b> <b>Ref. No.: H/A/259</b>
<b>SALARY</b>	:	R157 686.00 per annum
<b>CENTRE</b>	:	Environmental Health Sub-directorate: Section Waste Management: Corporate Office, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* B-Tech in Environmental Health.</li> <li>* Have knowledge of Environmental Health related legislations such as National Health Act, 2003 (Act No. 61 of 2003), National Environmental Management: Waste Management Bill, Hazardous Substances</li> </ul>

Act, 1973 (Act 15 of 1973), Infection Control Guidelines.

- \* Minimum of three (3) years practicing as an Environmental Health Practitioner.
- \* Registered with the Health Professions Council of South Africa.

## SKILLS

:

- \* Negotiation skills.
- \* Interpersonal relations.
- \* Communication skills (written and verbal).
- \* Ability to work under pressure.
- \* Interact at all levels with internal and external stakeholders.
- \* A valid driver's license.

## DUTIES

:

- \* Co-ordinate, support, monitor and evaluate health care risk waste (HCRW) management service.
- \* Develop and ensure implementation of provincial policies and technical specifications on HCRW.
- \* Ensure capacity building of provincial and municipal Environmental Health Practitioners, infection control nurses, and other categories on HCRW.
- \* Coordinate and support training of all stakeholders on waste minimization and risk avoidance.
- \* Monitor HCRW management contract/bid and take mitigative measures to ensure compliance.
- \* Participate or initiate district or provincial multi-disciplinary committees on HCRW management.



- \* Monitor and evaluate economic utilization of the budget.

<b>ENQUIRIES</b>	:	Mr M.J. Mokgatle Tel. No. (051) 4081540/1
<b>APPLICATIONS</b>	:	The Acting Senior Manager: Human Resource Management <b>(Attention: Mr M.J. Mokgampanyane)</b> P.O. Box 227 BLOEMFONTEIN 9300
<b>POST 7</b>	:	<b>Assistant Manager: Port Health and Food Safety</b> Ref. No.: H/A/260
<b>SALARY</b>	:	R157 686.00 per annum
<b>CENTRE</b>	:	Environmental Health Sub-directorate: Section Port Health: Corporate Office, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* B-Tech in Environmental Health.</li> <li>* Have knowledge of Environmental Health related legislations such as Foodstuffs Cosmetics and Disinfectant Act, 1972 (Act 54 of 1972), Hazardous Substances Act, 1973 (Act 15 of 1973), International Health Regulations Act, 1974 (Act 28 of 1974).</li> <li>* Minimum of three (3) years practicing as a Port Health Officer.</li> <li>* Registered with the Health Professions Council of South Africa.</li> <li>* Knowledge and understanding of PFMA.</li> <li>* Have communication, liaison, interpersonal, research and writing skills.</li> <li>* Policy analysis, formulation and implementation skills.</li> <li>* A valid driver's license.</li> </ul>

- \* Willingness to travel extensively.
- DUTIES** :
- \* Co-ordinate, support, monitor and evaluate Food and Port Health Services (includes the rendering of Municipal Health Services at ports of entry, hazardous substances, medicaments, movement of cadavers, communicable diseases, foodstuffs, cosmetics and disinfectants).
  - \* Develop and ensure implementation of provincial policies on Food and Port Health service.
  - \* Ensure capacity building of port health officers, provincial and municipal Environmental Health Practitioners.
  - \* Participate or initiate multi-disciplinary committees such as district or provincial Food Control Committees and attend Local and Provincial Border Control Operating Co-ordinating Committees.
  - \* Identify and facilitate research in Food and Port Health Service.
  - \* Monitor and evaluate economic utilization of Port Health budget.
- ENQUIRIES** : Mr M.J. Mokgatle  
Tel. No. (051) 4081540/1
- APPLICATIONS** : The Acting Senior Manager:  
Human Resource Management  
**(Attention: Mr M.J. Mokgampanyane)**  
P.O. Box 227  
BLOEMFONTEIN  
9300
- POST 8** : **Assistant Manager: Rehabilitation**  
**Ref. No.: H/A/253**
- SALARY** : R157 686.00 per annum plus Rural Allowance  
and Scarce Skills Allowance

<b>CENTRE</b>	:	Rehabilitation Services: Thabo Mofutsanyana District
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Registered as Physio-/Occupational-/Speech Therapist with the Health Professions Council of South Africa.</li> <li>* Extensive appropriate experience gained after registration.</li> <li>* Extensive experience.</li> <li>* Valid driver's license.</li> <li>* Prepared to work in all the various communities.</li> <li>* Current year's receipt of the South African Health Professions Council.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Leadership and management skills.</li> <li>* Verbal/written communication skills and creative thinking skills.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Management of rehabilitation services at all levels of services in Thabo Mofutsanyana District which includes areas of Bethlehem, Reitz, QwaQwa, Harrismith, Ficksburg, Clocolan, Senekal, Vrede, Memel, Lindley etc.</li> <li>* To ensure rendering of total comprehensive rehabilitation services in the district for the benefit of Thabo Mofutsanyana District.</li> <li>* To develop and manage operational plan for Rehabilitation Services in line with Provincial Policy guidelines to ensure effective and efficient service delivery.</li> <li>* To render support, monitoring, and evaluation to ensure achievement of planned objectives.</li> <li>* Co-ordination of the services within the district, Eastern Free State and provincially.</li> </ul>

- \* To manage and maintain the annual budget within the cost centre.
- \* Effective and efficient management of resources.
- \* Collaboration with other stakeholders for benefit of all consumers.
- \* Making comprehensive rehabilitation services accessible to all persons in need of these services in the district.

<b>ENQUIRIES</b>	:	Mr R.P.G. Maarohanye Tel. No. (058) 7132154
<b>APPLICATIONS</b>	:	The District Manager Thabo Mofutsanyana District <b>(Attention: H. van Zyl)</b> Private Bag X824 WITSIESHOEK 9870
<b>POST 9</b>	:	<b>Chief Social Worker</b> <b>Ref. No.: H/S/102</b>
<b>SALARY</b>	:	R132 054.00 per annum
<b>CENTRE</b>	:	ARV Center: Phekolong District Hospital, Bethlehem
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Degree in Social Work.</li> <li>* Registration with the Health Professional Body.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Two years post community work.</li> <li>* Driver's license.</li> <li>* Computer literacy.</li> </ul>
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* To ensure effective management of patients on ARV programme.</li> </ul>

- \* Render general social work services within the Phekolong/Nketoana Hospital Complex.

<b>ENQUIRIES</b>	:	Dr D.T.I. Ndwandwe Tel. No. (058) 3035123 x 208
<b>APPLICATIONS</b>	:	The Chief Executive Officer Phekolong District Hospital (Attention: <b>Me C.H. Kala</b> ) Private Bag X1 BETHLEHEM 9700
<b>POST 10</b>	:	<b>Clinical Engineering Technician</b> Ref. No.: H/T/25
<b>SALARY</b>	:	R132 054.00 per annum
<b>CENTRE</b>	:	Pelonomi Regional Hospital, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* A National Diploma (T, S or N-stream in Electrical Engineering L/C) or Degree.</li> <li>* Good communication skills (written and verbal).</li> <li>* Extensive technical experience.</li> <li>* Occasional complex reports.</li> </ul>
<b>RECOMMENDATIONS</b>	:	Registration as an Engineering Technician in terms of the Engineering Profession of South African Artisan or Clinical Engineering Association of South Africa or South African Federation of Hospital Engineering.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Perform service and maintenance on risk level two and three (medium to high) equipment.</li> <li>* Analyze quality of equipment or spare parts with minor influence on budget.</li> <li>* Perform equipment quality and safety test.</li> <li>* Manage subordinates on the job training and evaluation.</li> </ul>



Department of Health ◀ Departement van Gesondheid ▶ Lefapha La Bophelo Bo Botle



Ms S. Dowd, Human Resource Management Directorate, Recruitment and Staff Establishment, P.O. Box 227, Bloemfontein 9300  
Tel. 051-4081163, Fax: 051-4081567, Bophelo House, Cor. Maitland Street and Harvey Road, 1<sup>st</sup> Floor, Block A, West Wing

- \* Assist with the installation, commission and decommission of medical equipment.
- \* Ensuring that the equipment meets the legal and safety requirements of the manufactures, users and statutory bodies.
- \* Perform minimum administrative functions as required by the Clinical Engineering Department.

<b>ENQUIRIES</b>	:	Mr L.A. Khiba Tel. No. (051) 4051921/3
<b>APPLICATIONS</b>	:	The Chief Executive Officer Pelonomi Regional Hospital ( <b>Attention: Mr S.I. Makhema</b> ) Private Bag X20581 BLOEMFONTEIN 9300
<b>POST 11</b>	:	<b>State Accountant (6 posts)</b> <b>Ref. No.: H/S/103</b>
<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	Management of Losses & Claims: Corporate Office, Bloemfontein
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* An appropriate recognized Bachelor's degree or equivalent qualifications.</li> <li>* Successful completion of Supply Chain Management and/or PAS I course/s.</li> <li>* At least 3 years experience in Provisioning Administration/Supply Chain Management.</li> <li>* Thorough knowledge of Public Finance Management Act (PFMA) and Treasury Regulations.</li> <li>* Computer literacy.</li> <li>* Good interpersonal, communication (written and oral) and organizational skills.</li> </ul>

- RECOMMENDATIONS** :
- \* Experience in Management of Losses & Claims in the Public Sector.
  - \* Successful completion of LOGIS I course.
  - \* Knowledge of Financial Management System (FMS) and/or Basic Accounting System (BAS).
- DUTIES** :
- \* Handling, investigation and finalization of all losses in terms of Treasury Regulations.
  - \* Identify all risks pertaining to management of losses and claims by the Department/against the Department.
  - \* Assist in the development, implementation and monitoring of departmental policies and directives regarding Management of Losses and Claims.
  - \* Promote proper implementation of Management of Losses & Claims policies and directives.
- ENQUIRIES** :
- Mr H. Moloi  
Tel. No. (051) 4081487
- APPLICATIONS** :
- The Acting Senior Manager:  
Human Resource Management  
**(Attention: Mr M.J. Mokgampanyane)**  
P.O. Box 227  
BLOEMFONTEIN  
9300
- POST 12** :
- Chief Administration Clerk**  
**Ref. No.: H/A/261**
- SALARY** :
- R106 335.00 per annum
- CENTRE** :
- PHSCD: Free State Psychiatric Complex,  
Bloemfontein
- REQUIREMENTS** :
- \* Senior Certificate or equivalent qualification.



Department of Health ♥ Departement van Gesondheid ♥ Lefapha La Bophelo Bo Botle



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Tel. 051-4081163, Fax: 051-4081567, Bophelo House, Cor. Maitland Street and Harvey Road, 1<sup>st</sup> Floor, Block A, West Wing

- \* Appropriate experience in at least four (4) of these services: Public Relations, Communication, Information Helpdesk, Customer Care, Access to Information, Services Marketing and Health Promotion.

**RECOMMENDATIONS** : 3 Years relevant experience in the Health Sector Public Relations, Communication, Health Promotion, Services Marketing, Access to Information Services and Customer Care.

**DUTIES** :

- \* Responsible for ensuring Quality Customer Care Services in the entire Free State Psychiatric Complex (FSPC) – Hospital or Institution.
- \* Address and ensure timely Access to Information for the FSPC Clients (i.e. patients and their families, general public and FSPC personnel).
- \* Ensure effective and efficient management of the FSPC Information Helpdesk Section.
- \* Responsible for implementing and monitoring effective communication within FSPC (i.e. communicate Management and Governance Structures decisions to staff and clients and get feedback on time).
- \* Monitor the implementation of Batho Pele Principles, Patients and Family Rights and Advocacy at Institutional Level.
- \* Responsible for ensuring effective FSPC Institutional Services Marketing and the Promotion of Mental Health Care Services, and Preventative Substance Abuse Services Promotion internally and externally.
- \* Ensure effective and efficient Records Management within the Public Relations Section at FSPC.



- \* Support the FSPC Hospital Board of Governance in implementing the Public Relations Activities.
- \* Supervise the Clerical staff in the Public Relations and Services Marketing Sub-section at FSPC.
- \* Serve as the Cost Center Administrator for the Communication Services, Access to Information Services, Services Marketing, Customer Care and Information Helpdesk Section at FSPC.
- \* Serve as the Sub-editor for the FSPC – Newsletter and ensure that the Newsletter is published on a quarterly basis.

<b>ENQUIRIES</b>	:	Me N.J. Adoro Tel. No. (051) 4079322
<b>APPLICATIONS</b>	:	The Chief Executive Officer Free State Psychiatric Complex <b>(Attention: Mr M.A. Manamela)</b> Private Bag X20607 BLOEMFONTEIN 9300
<b>POST 13</b>	:	<b>Personal Assistant</b> <b>Ref. No.: H/P/383</b>
<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	Motheo District Office
<b>REQUIREMENTS</b>	:	<ul style="list-style-type: none"> <li>* Secretarial Diploma or equivalent.</li> <li>* Appropriate experience in rendering a support service to Senior Management.</li> </ul>
<b>RECOMMENDATIONS</b>	:	<ul style="list-style-type: none"> <li>* Language skills and the ability to communicate well with people at different levels and from different backgrounds.</li> <li>* Good telephone etiquette.</li> <li>* Computer literacy.</li> </ul>

- \* Good people skills.
- \* High level of reliability.
- \* Written, communication skills.
- \* Ability to act with tact and discretion.
- \* Ability to do research and analyze document and situations.
- \* Good grooming and presentation.
- \* Self-management and motivation.
- \* Knowledge on the relevant legislation/ policies/prescripts and procedures.
- \* Basic knowledge on financial administration.

**DUTIES**

- :
- \* Provide a secretarial/receptionist support service to the manager.
  - \* Render administrative support services.
  - \* Provide support to manager regarding meetings.
  - \* Support the manager with the administration of the manager's budget.
  - \* Study the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES**

: Dr T.A.S. Makenete  
Tel. No. (051) 4472194

**APPLICATIONS**

: The District Manager  
Motheo District  
(**Attention: D.H. le Roux**)  
P.O. Box 441  
BLOEMFONTEIN  
9300

<b>POST 14</b>	:	<b>Artisan Foreman</b> <b>Ref. No.: H/A/254</b>
<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek
<b>REQUIREMENTS</b>	:	A completed apprenticeship and proof of passing a trade test in terms of the provisions of Section 13(2)(h) of the Manpower Training Act, 1981 as amended or a certificate issued under the provisions of Section 28 or 30 of the Manpower Training Act, 1981 as amended or a certificate issued under the provisions of the repealed Section 27 of the Act referred to.
<b>RECOMMENDATIONS</b>	:	N3 Certificate with 3 years experience in Industrial, Domestic, Coal boiler, Steam pipes, HFO boiler service and maintenance will add as advantageous.
<b>DUTIES</b>	:	<ul style="list-style-type: none"> <li>* Ensure smooth running of Maintenance Section and Garden Services.</li> <li>* Training of subordinates, complete work performance forms for subordinates, responsible for day to day work performance done by subordinates.</li> </ul>
<b>ENQUIRIES</b>	:	Mr M.A. Phoofolo Tel. No. (058) 7183202
<b>APPLICATIONS</b>	:	The Chief Executive Officer Mofumahadi Manapo Mopeli Regional Hospital <b>(Attention: Mr M.A. Phoofolo)</b> Private Bag X820 WITSIESHOEK 9870
<b>POST 15</b>	:	<b>Personal Assistant (Admin. Officer)</b> <b>Ref. No.: H/A/255</b>
<b>SALARY</b>	:	R106 335.00 per annum
<b>CENTRE</b>	:	Mofumahadi Manapo Mopeli Regional Hospital, Witsieshoek

- REQUIREMENTS** :
- \* Diploma or equivalent qualification.
  - \* Health related training and/or full knowledge of Public Health System.
  - \* Computer literacy.
  - \* Valid driver's license.
- RECOMMENDATIONS** :
- \* Training in or experience in marketing and communication.
  - \* Knowledge of community development or health promotion.
  - \* Good interpersonal skills.
  - \* Good presentation and facilitation skills.
- DUTIES** :
- \* Marketing and liaison for the private ward of the hospital.
  - \* Develop and implement operational plan for the administrative performance of the unit.
  - \* Monitor client satisfaction.
  - \* Support the community liaison and development activities for the hospital.
  - \* Support community activities initiated and supported by governance structure.
  - \* Support the office of the Chief Executive Officer.
- ENQUIRIES** :
- Mr D.S. Ntsutle  
Tel. No. (058) 7183201
- APPLICATIONS** :
- The Chief Executive Officer  
Mofumahadi Manapo Mopeli Regional Hospital  
**(Attention: Me L.S. Qhomane)**  
Private Bag X820  
WITSIESHOEK  
9870

- POST 16** : **Divisional Emergency Care Practitioner (2 posts)**  
**Ref. No.: H/E/16**
- SALARY** : R85 362.00 per annum
- CENTRE** : Emergency Medical Services, Frankfort (1)  
Emergency Medical Services, Smithfield (1)
- REQUIREMENTS** :
- \* Current registration with the Health Professions Council of South Africa as an Emergency Care Practitioner Intermediate/Advanced.
  - \* Grade 12 (or equivalent).
  - \* Valid Code 10 driver's license.
  - \* Valid public driving permit.
  - \* Knowledge of Intermediate/Advanced Life Support Protocols.
- RECOMMENDATIONS** :
- \* Previous supervisory experience.
  - \* Supervisory qualifications.
- DUTIES** :
- \* Inter-hospital transfers.
  - \* Pre-hospital care of patients and transportation.
  - \* Supervise planned patient transport services.
  - \* Operational management of Emergency Medical Service.
  - \* Day to day running of EMS station.
  - \* Monthly control of statistics and duty ledgers.
  - \* Management of personnel.
  - \* Rendering of intermediate/advanced life support.

- \* Ability to work under pressure.
- \* Patient tolerance, empathy and cross-cultural awareness.
- \* Any other duties assigned by the Chief Divisional Officer/Assistant Manager.

**ENQUIRIES** : Mr A.K. Munilal  
Tel. No. (051) 4081274

**APPLICATIONS** : The Acting Senior Manager:  
Human Resource Management  
(**Attention: Mr M.J. Mokgampanyane**)  
P.O. Box 227  
BLOEMFONTEIN  
9300

<b>Advertisements approved by:</b>
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Me C M J Blom
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ACTING SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT
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Date: 27 NOVEMBER 2007
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